



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

National Operations Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047



July 17, 2009

In Reply Refer To:
1740/1300 (OC-570/OC-612) I

EMS TRANSMISSION: 07/17/09
Instruction Memorandum No. OC-2009-033
Expires: 09/30/2010

To: All State and Field Offices

From: Director, National Operations Center

Subject: Replacing the Four-Character Financial Project Code (FPC) with the Rangeland Improvement Project System (RIPS)/Financial Business Management System (FBMS) Work Breakdown Structure (WBS)

Program Area: Rangeland Improvements and the FBMS.

Purpose: This Instruction Memorandum (IM) replaces that portion of WO IM 2001-027, dated November 13, 2000, that addresses the assignment of the FPC and replaces the FPC with the FBMS WBS. It also reiterates that it is mandatory that all resource improvement projects, independent of what program/subactivity funded the project, be entered into the RIPS. The Bureau of Land Management's (BLM) new financial system, the FBMS, allows 12 characters, and in most cases, will replace the four-character FPC used in the BLM's old financial system, the Federal Financial System (FFS).

Policy/Action: Establish the 12-character FBMS WBS as described below. Continue to use the FPC format for any projects that have been started, but not completed, prior to this IM. In this case, the four-character FPC must be entered in the appropriate field in the RIPS. Use the RIPS to assign the project-specific number to incorporate into the WBS. To assign a project number in the RIPS, enter the anticipated fiscal year of completion, the name of the improvement, the improvement type, then select "Save."

Do not create a WBS for any RIPS projects that were developed without BLM expenditures. If future expenditure of BLM finances or resources becomes necessary, a new WBS must be established and used.

Table 1: Definition of the FBMS WBS “LXRIA0123456”

FBMS Terms	WBS Format	Description
Business Area	L	BLM designator
DOI Project Type	X	Bureau specific – not defined for any specific DOI-wide usage
BLM Project Type	RI	Range Improvement
Administrative State Identifier	A	State identifier for Arizona (see Table 2)
	0 (zero)	Place-holder to expand the RIPS number or identify the project administrative unit
	123456	The RIPS generated project number includes all zeros

Table 2: One-character state codes that have been assigned for the FBMS

BLM State	Code	BLM State	Code	BLM State	Code
Alaska	L	Eastern States	M	New Mexico	G
Arizona	A	Idaho	D	Oregon	H
California	B	Montana	E	Utah	J
Colorado	C	Nevada	F	Wyoming	K

Request the establishment of the RIPS project WBS codes from your local or state budget staff as appropriate. The budget staff will send the requested WBS to the BLM National Operations Center (NOC) Project Management Group for set up in the FBMS. Once the WBS is created in FBMS, users may enter the WBS into time and attendance, vehicle, procurement, and other systems in place of the four-character FPCs that were entered in the past.

Retire the RIPS FPC log that was established under WO IM 2001-027.

Background: The WO IM 2001-027, dated November 13, 2000, “Requires that all obligations of funds for resource improvement projects and land treatments, **not just livestock management projects**, be entered into financial system databases.” It also required the entry of an assigned FPC into the RIPS and into the FFS, which has since been replaced by the FBMS. The purpose of the FPC was to provide a linkage between the RIPS and financial systems in order to track costs and investments at the project level as required by the findings of audits of the Rangeland Improvement Program by the General Accounting Office and the office of the DOI Inspector General. The FPC served as an alias for the RIPS project number in the FFS.

Timeframe: This IM is effective upon issuance.

Budget Impact: There will be savings in personnel time and improvements in data accuracy as artificial aliases for the RIPS projects will no longer be necessary, and those aliases will not need to be entered in the RIPS. Significant cost savings, increases in data accuracy, and ease in retrieval will occur in the future when the RIPS and the FBMS are interfaced electronically, thereby eliminating the current manual process.

Manual/Handbook Sections Affected: None

Coordination: This IM has been coordinated with the NOC Division of Resource Services, the NOC Division of Business Services, Idaho State Office budget analysts, all BLM state range leads, and the BLM Headquarters Division of Rangeland Resources (WO-220).

Contact: Please direct questions regarding this IM to Leon Pack, 303-236-0156, lpack@blm.gov, Philip Cooley, 303-236-3693, pcooley@blm.gov, or Lisa Dehn, 303-236-6223, ldehn@blm.gov.

Signed by:
Lynda B. Stelzer
Director, National Operations Center

Authenticated by:
Barbara Campbell
Records Administrator

Distribution:
OC-110, Barbara Campbell
OC-536, BLM Library
OC-570, Leon Pack
WO-220, BLM Division of Rangeland Resources